

Retention and Classification Report

Agency: Department of Corrections. Law Enforcement Bureau (2545)

6100 South 300 East
Salt Lake City, UT 84107
265-5545

Records Officer Gina Proctor

12087	Budget records
80144	Escaped inmate case files
85186	Evidence document books
85228	Evidence film file
85229	Evidence sheets case files
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13787	Investigative case files
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13790	Time and attendance reports

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 12087

3

TITLE: Budget records

DATES: 1991-

ARRANGEMENT: Numerical by account number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. They also contain work programs, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/07/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301 (2008)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 80144

3

TITLE: Escaped inmate case files

DATES: 1980-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are used to generate warrants for arrest of escaped felons and to handle inquiries about the escape. Most escapes involve inmates leaving from the halfway houses, from work release programs, or home visits. Information includes correspondence regarding escapes, escape notifications, warrant for arrest, fingerprint cards, face sheet, rap sheet, commitment papers, statement of probable cause, and documentation on the events surrounding the escape. After the case is closed the records are filed with record series 13787 (Investigative case files) which are kept for 10 years.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until case is closed and then transfer to Investigative case files.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 80144

TITLE: Escaped inmate case files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (2008)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

Public. UCA 63G-2-301 (2008)

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 85186

3

TITLE: Evidence document books

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Provides a detailed summary of incoming evidence from incidents involving inmates/residents or Departmental personnel. Includes the evidence document number, case number, suspect/inmate/resident name, evidence location, description of evidence, officer receiving evidence, date received, reason released, date returned and final date of and manner of disposition of the evidence.

RETENTION:

Retain 30 years provided final disposition of evidence has been completed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 3.

AUTHORIZED: 12/19/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy provided final disposition of evidence has been completed.

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 85186

TITLE: Evidence document books

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 85228

3

TITLE: Evidence film file

DATES: 1987-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are 35mm film negatives of evidence held by the office. These pictures of evidence are housed in jackets in a loose leaf binder. They document all evidence, both civil and criminal, that have passed through this office. Therefore, they document evidence that has been used in hearings or court cases after the final disposition of the physical evidence. They are useful sources for documentation of evidence when cases are appealed.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 4.

AUTHORIZED: 12/19/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Photo negatives: Retain in Office until superseded and then destroy.

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 85228

TITLE: Evidence film file

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 85229

3

TITLE: Evidence sheets case files

DATES: 1987-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

The purpose of this file is to maintain an original copy of the evidence on hand at the office. The file contains crime lab reports and evidence sheets which may be used in hearings or in court cases.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 5.

AUTHORIZED: 03/22/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based upon the administrative needs of the office.

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 13789

3

TITLE: Investigative case file logs

DATES: 1991-

ARRANGEMENT: Alphabetical by subject's surname

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This log is created by the Investigations Bureau staff to locate and reference an investigative case file. This logs references all investigations including civil, criminal, personnel, and inmate grievances. Information includes name of subject, case file number, USP (Utah State Prison) case number, date, type of complaint, investigator to whom subject is assigned, and dates file was opened and closed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until corresponding case files have been destroyed and then destroy.

Computer data files: Retain in Office until corresponding case files have been destroyed and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs of the agency.

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 13789

TITLE: Investigative case file logs

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (2008)

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 13787

3

TITLE: Investigative case files

DATES: 1991-

ARRANGEMENT: Alphanumeric by case file number

ANNUAL ACCUMULATION: 18.00 cubic feet.

DESCRIPTION:

These records are created by the department and consist of all investigative files including employee/personnel conduct, background investigations, criminal and civil investigations, and inmate grievance investigations. The information is used for administrative purposes and for criminal prosecution or disciplinary action. These files may contain information on private citizens who may be involved as well as individuals working for, contracting with, or being supervised by the Department of Corrections.

This record series began in 1991 and was created to bring series 3162-Criminal investigation case files, series 6301-Personnel investigation files, series 84269-Background investigation files, series 84270-Civil investigation case files, and series 84271-Inmate grievance investigation case files into one series. These five series were closed and this series created under a new office, the Investigations Bureau. The department reorganized and made these changes to better manage their investigations and to consolidate the records into one office.

Information may include personal data, investigative reports, witness statements, law enforcement information (police reports, etc.), credit history, criminal history, taped/transcribed conversations, video taped activities, photographs, lab reports, evidence, and any other information pertinent to the reasons for the investigation.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 18.

AUTHORIZED: 04/24/2003

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 13787

TITLE: Investigative case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until closed and then transfer to State Records Center provided case is closed. Retain in State Records Center for 7 years and then destroy.

Photographs: Retain in Office for 3 years or until closed and then transfer to State Records Center provided case is closed. Retain in State Records Center for 7 years and then destroy.

Sound recordings: Retain in Office for 3 years or until closed and then transfer to State Records Center provided case is closed. Retain in State Records Center for 7 years and then erase.

Video recordings master: Retain in Office for 3 years or until closed and then transfer to State Records Center provided case is closed. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on the administrative need expressed by the department. Furthermore, this disposition meets the statute of limitations "for injury to the personal rights of another as a civil rights suit under 42 U.S.C. 1983.", which is 2 years as stated in UCA 78-12-28(3) (1993).

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 13787

TITLE: Investigative case files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (2008)

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 12089

3

TITLE: Sex offender registration case files

DATES: 1988-

ARRANGEMENT: Alphabetical by offender's surname

ANNUAL ACCUMULATION: 5.20 cubic feet.

DESCRIPTION:

These records are created under the authority of UCA 77-27-21.5 (2005) which requires the Department of Corrections "to collect, analyze, and maintain information on sex offenders and sex offenses" and to make that information available to "the public and law enforcement agencies in this state, and other states" and to control "access to information gathered under this section." The law requires sex offenders to register in this state, other states, and submit register in Utah, upon being placed on probation, committed to a correctional facility, placed on parole, released from a half-way house, termination of sentence, moving into the state, non-resident workers and non-resident students. The records verify compliance and are used to keep track of sex offenders, assist with criminal investigation and prosecution. Information includes Presentence Report, Law Enforcement Investigative Reports, Diagnostic report or Psychological Evaluations, Sex Offender Profile, Sex-Offender Victim Profile Information, Sex Offender Method of Offense, and all Sex Offender registration forms.

RETENTION:

Retain 20 years after termination of sentence.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2006

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 12089

TITLE: Sex offender registration case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after termination of sentence and then transfer to State Records Center provided termination of requirements under Utah Sex Offender registration. Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

Administrative Legal

This retention is based on both the department's administrative needs and legal requirements specified in UCA 77-27-21.5(9) (2005). This provisions states that sex offenders "shall for ten years after termination of sentence, again register within ten days of changing their place of habitation." Previous decision (07/1993): 10 years after termination and then destroy.

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (2008)

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 13790

3

TITLE: Time and attendance reports

DATES: 1991-

ARRANGEMENT: Chronological by pay period

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

State employee time sheets, including flextime attendance reports, supplemental time and attendance records, such as sign-in/sign-out sheets and work reports that are used for time accounting under flextime systems. The time sheets are used by management to manage overtime and discover possible abuse of leave. They are also used to detect and correct any errors. The originals are held by the department's payroll office.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (2008) Name/identification of undercover law enforcement officers/investigators

AGENCY: Department of Corrections. Law Enforcement Bureau

SERIES: 13790

TITLE: Time and attendance reports

(continued)

SECONDARY CLASSIFICATION(S):

Private.	UCA 63G-2-302 (2008) Social security number, leave taken
Public.	UCA 63G-2-301 (2008) Hours worked per pay period